

MINUTES OF MEETING <MPM> - LOGIQUE

MEETING INFORMATION	
Agenda:	Requirement Gathering
Date:	Tuesday, 26th July 2022
Place:	Virtual meeting via Microsoft Teams
Organized by:	<i>Jafar Shodik (MPM)</i>
Attendees:	<ol style="list-style-type: none"> 1. Mr Aryes Trilaksono 2. Mr Jafar Shodik 3. Mr Julian Putranto 4. Mr Andre Pramana 5. Ms Rizky Silvia Rosida 6. Mr Willyam 7. Mr Ekiko Chandra Bahari 8. Ms Jeslin Carolin 9. Mr Julian 10. Mr Igor 11. Mr David Pratama 12. Mr Gomang 13. Ms Sonta Purnama
Meeting key point:	<ol style="list-style-type: none"> 1. Hearing Sheet 2. Progress Monitoring Sheet 3. User Journey Expectation 4. Discussion

MEETING TAKEAWAYS	
1.	Progress Monitoring, User Journey Expectation, Design, and Repository will be given to the Logique team once the NDA and others administration is signed. Development website by Logique will be held until it's all cleared.
2.	Team Logique must give an email to be invited by MPM to get edit access on the Progress Monitoring Sheet.
3.	On website CMS there are requirements to update sections on the Home/Product page there will be a "Hot Sales" banner that will be updated periodically. Also need CMS for

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	NEWS content that will be updated regularly. Details about pages that will frequently get updated are expected to be mentioned at the Hearing Sheet .
5.	On the Product Page we need a map feature to show the nearest dealer from the user location. On the website footer MPM addresses have a hyperlink to google map and show user direction.
6.	Scope of work on progress monitoring sheet is on progress to be settled by the MPM team so that Logique team have the same understanding and expectation with MPM. After that, the Logique team will assess and give feedback about scope of work.
7.	Question : In the Hearing Sheet it was mentioned that what is the meaning of this row "Developing Mobile Version ?" This means if the MPM team wants to create mobile versions or mobile apps of the website, MPM must fill this for future projects. But, our project service for this proposal is including mobile responsive or mobile-friendly

MEETING ACTION PLAN			
No	Task	PIC	Target Date
1.	Detailing and settling scope of work	MPM	July 29th 2022
2.	Give access to Progress Monitoring Sheet, User Journey Expectation, Design, and Repository	MPM	July 29th 2022
3.	Send Administration document to Logique	MPM	July 29th 2022
4.	Send Hearing sheet document to MPM	LGQ	July 26th 2022
5.	Send Hearing sheet document that has been filled to Logique	MPM	July 29th 2022

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